

Notice: This application is authorized by s. 283.37, Wis. Stats., and chs. NR 151 and 216, Wis. Adm. Code. Personally identifiable information on this form may be used for other program purposes and may be made available to requestors under Wisconsin's Public Records laws and be posted on the Department's internet site.

Instructions: Complete the following for all permit applications. If additional space is needed to respond to a question, attach additional pages. Provide descriptions below that explain the program activities that you expect to develop and implement to comply with the Municipal Separate Storm Sewer System (MS4) general permit (<http://dnr.wi.gov/org/water/wm/nps/stormwater/muni.htm>). Section 3 of the MS4 general permit contains the compliance schedules that direct when the individual program activities need to be developed and submitted to the Department for review. The detailed programs that are developed and submitted to the Department for review may deviate from the program activities described below if necessary. The descriptions provided below are necessary for the Department to verify that the municipality's program activities comply with the permit.

Section I: Applicant Information

Name of Municipality <i>VILLAGE OF HOLMEN</i>			
Mailing Address <i>P.O. BOX 158</i>	City <i>HOLMEN</i>	State <i>WI</i>	Postal Code <i>54636</i>
County(s) in which Applicant is located <i>LA CROSSE</i>	Type of Municipality: (check one) <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Village <input type="checkbox"/> Town <input type="checkbox"/> Other (specify)		

Section II: Local Contact Information (check one):

Name of Municipal Contact Person <i>ROBERT A. HAINES</i>		Title <i>DIR. OF PUBLIC WORKS</i>	
Mailing Address <i>P.O. BOX 158</i>	City <i>HOLMEN</i>	State <i>WI.</i>	Postal Code <i>54636</i>
E-mail address <i>HAINES@HOLMENWI.COM</i>	Telephone Number (include area code) <i>(608) 526-3513</i>	Fax Number (include area code) <i>(608) 526-4357</i>	

Section III: Water Quality Concerns

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Does any part of the MS4 discharge to an outstanding resource water (ORW) or exceptional resource water (ERW) listed under s. NR 102.10 or 102.11, Wis. Adm. Code? (An unofficial list of ORWs and ERWs may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does any part of the MS4 discharge to an impaired waterbody listed in accordance with section 303(d)(1) of the federal Clean Water Act, 33 USC § 1313(d)(1)(C)? (A list of Wisconsin impaired waterbodies may be found on the Department's Internet site at: http://dnr.wi.gov/org/water/wm/wqs/303d/303d.html)

Section IV: Area and Population Within the MS4

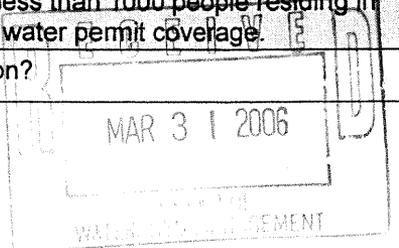
Yes	No	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the MS4 within an "Urbanized Area" as defined by U.S. EPA? (See http://www.epa.gov/npdes/pubs/fact2-2.pdf)

If no, skip the rest of this section and continue to Section V. If yes, estimate the area served by and the population within the MS4 in an Urbanized Area (UA).
 (Urbanized Area maps are available on the EPA web site at: <http://cfpub1.epa.gov/npdes/stormwater/urbanmaps.cfm>)

Total municipal area (in square miles): <i>3.5</i>	Total municipal population (in year 2000): <i>5224</i>
MS4 service area within Urbanized Area (in square miles): <i>3.5</i>	Municipal population within Urbanized Area (in year 2000): <i>5224</i>

Section V: Potential Permit Exemption

Yes	No	Section NR 216.023, Wis. Adm. Code, allows certain MS4s that have less than 1000 people residing in an urbanized area to be waived from having to obtain municipal storm water permit coverage.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Do you believe that the MS4 may be eligible for this potential exemption?



Proposed DNR MS4 General Permit Requirements

Public Education and Outreach

Existing Resources

The Village currently mails a multi-page flyer annually to all residents informing them of the benefits of home composting and conservation of lawn irrigation.

The Village also distributes erosion control information to all single and two-family contractors with the building permit.

Best Management Practices

A. Create and distribute a storm water flyer/brochure promoting the following:

- Detection and elimination of illicit discharges to the Village's storm sewer system.
- The reduction of storm water pollutants from sources including automobiles, pets, household hazardous waste and household practices.
- The benefits of home composting and the proper use of law and garden fertilizer.
- The proper management of stream banks and shorelines by abutting landowners
- Infiltration of residential storm water runoff, including the use of rain gardens.

B. Target specific groups and organizations to inform and educate them using literature, best management samples, the zoning code and Village Ordinances for the following:

- Draft and pass a storm water and erosion control ordinance.
- Design, installation and maintenance of construction site erosion control and storm water management practices.
- Evaluate and educate methods of storm water pollution prevention.
- Prohibit the development of environmentally sensitive land.

Implementation

- The Village Administrator in cooperation with the Public Works Department shall prepare all literature as specified above.
- Residential Brochures will be mailed annually.
- Erosion control information will be given directly to contractors.
- Storm Water and Erosion Control ordinances will be created and approved by the Village Board.

Cost

Brochure - \$1,000 annually.

Ordinance - \$1,000 for codification

Public Involvement and Participation in the Storm Water Program

Existing Resources

The Village currently notifies the public on all issues to be discussed by the Village Board. Notices are posted in three locations throughout the Village including the Village Hall, Post Office and Library. In addition, Village meeting agendas and Board minutes are posted on the Village's web page at www.holmenwi.com.

Best Management Practices

- A. Post all Village agendas for public inspection in the locations noted above.
- B. Post all agendas on the Village web page.
- C. Post all minutes of the Village Board meeting on the Village's web page.
- D. When required, place notices of specific meeting in the Holmen Courier.
- E. If needed, inform the public of any requirements using the quarterly water and sewer bill.
- F. Inform residents on how to contact the Village.
- G. Inform residents or alternative resources such as La Crosse County and UW-Extension office.

Implementation

The Village Administrator/Clerk shall be responsible for posting and notices.

Cost

No additional cost will be required.

Illicit Discharge Detection and Elimination

Existing Resources

The Village currently relies on its employees and residents to identify possible illicit discharges and improper disposal of waste into the municipal storm sewer system.

Best Management Practices

- A. Educate the Village staff and its citizen of the definition of illegal discharge and instruct them of their responsibility in identifying and reporting violators.
- B. Define illegal and legal non-storm water discharges.
 - o Legal non-storm water discharges include:
 - a. water line flushing
 - b. landscape irrigation
 - c. diverted stream flow
 - d. uncontaminated ground water infiltration
 - e. uncontaminated pumped ground water
 - f. discharges from potable water sources
 - g. foundation drains
 - h. air conditioning condensation
 - i. irrigation water
 - j. lawn watering
 - k. individual residential car washing
 - l. flows from riparian habitats and wetlands
 - m. fire fighting
 - o Illegal non-storm water discharges include:
 - a. Chemical, solids, liquids and other substances not included in the list of legal non-storm water discharges.
- C. Develop a bi-annual inspection plan of all inlet and outfalls connected to the Village's storm sewer system including documentation of the following:
 - a. A narrative description of connections and outfalls during dry weather.
 - b. Determination of any illicit discharge including documentation of:
 - o Color
 - o Odor
 - o Turbidity
 - o Oil sheen or surface scum
 - o Flow rate
 - o Other relevant observations
 - c. Investigation of any illicit discharge
 - d. Additional sampling and testing as needed
- D. Identify potential areas for illegal discharges including catch basins and perform the following:
 - a. Stencil catch basins, informing citizen of the destination of the outfall
 - b. Monthly inspections
- E. Establish procedures to handle potential spills that may discharge into the municipal storm sewer system including:
 - a. Notification of the spill to the DNR
 - b. Containment procedures
 - c. Clean up procedures
- F. Maintain separate storm and sanitary sewer systems.

Implementation

The Village Administrator shall include information concerning type and locations of potential contaminants in the proposed annual brochure. Reporting procedures will also be developed and instructed to residents.

The Public Works Department shall develop the monitoring plan and inspections forms and documentation.

Stencils shall be purchased and painted onto catch basins by the Public Works Department as time permits.

The Public Works Department shall develop procedures to handle contaminant spills

Cost

The estimated cost of implementation is:

- Brochure - \$0.00 additional cost.
- Monitoring – 80 hours of inspection \$1,800.00
- Stencils and painting - \$500
- Containment plans - \$0.00

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Construction Site Pollution Control

Existing Resources

The Village of Holmen currently requires all residential construction sites to complete an erosion control and site drainage plan. These plans are approved by the Village's building inspector and are inspected on a regular basis throughout construction.

Best Management Practices

A. The Village shall review its erosion control and site drainage plan application forms and update where appropriate so as to meet the required 80% reduction of sediment load carried in runoff.

B. The Village Building Inspector will continue to monitor sites and enforce the Village rules and regulation regarding storm water runoff.

C. Develop a storm water / erosion permit for non-residential construction sites and implement an inspection and monitoring program.

Implementation

The Village Building Inspector in cooperation with the Public Works Department and Village Administrator shall review all construction forms and update where appropriate.

The Village Building Inspector shall inspect and monitor all residential construction sites.

The Public Works Department shall inspect and monitor all non-residential construction sites.

Cost

No additional cost is estimated.

Post-Construction Site Storm Water Management

Existing Resources

The Village of Holmen currently sweeps public streets on an average of two times a year.

Best Management Practices

A. The Village Public Works Department shall create a street sweeping and catch basin management plan, identifying critical streets and catch basins. This plan shall include documentation of catch basin maintenance and streets swept and an inspection schedule for all streets, catch basins, and ponds.

B. The Public Works Department shall review its de-icing program and consider alternative procedures for removing ice and compacted snow on municipal streets.

C. Information concerning the use of herbicide and fertilizer on residential properties shall be created and sent to Village Residents.

D. Information concerning rain gardens shall be created and sent to Village Residents.

Implementation

The Public Works Department shall draft the street sweeping and catch basin management plan.

The Village Administrator with assistance from the Public Works Department shall develop literature concerning the use of herbicide and fertilizer and rain gardens.

Cost

Street Sweeping and catch basin maintenance – 80 hours \$1,800.00

Residential information - \$0.00

Pollution Prevention

Existing Resources

The Village currently informs residents of the benefits of home composting and lawn maintenance. In addition new residents that are moving into new homes receive a letter informing them to maintain existing erosion control devices until their lawns are established.

Best Management Practices

- A. The Village will adopt and implement an erosion control and storm water ordinance.
- B. The Village will develop a more formal brochure to inform property owners of the benefits of the following storm water pollutant controls:
 - a. Participating in La Crosse Counties Household Hazardous Waste Program.
 - b. Lawn maintenance.
 - c. The use of fertilizer and herbicide on lawns.
 - d. The collections and disposal of leaf and grass clippings.
 - e. The use of rain gardens.
- C. The Village will develop a formal street sweeping program as described in the Post-Construction Site Management section of the Storm Water Management Program.
- D. The Village will review and update our procedures for using salt for snow and ice removal on Village streets.
- E. The Village will continue to monitor all of its property for pollution prevention including the use of fertilizer and herbicides.
- F. The Village will adopt a formal monitoring program to insure compliance with the best management practices.
- G. The Village will assess the action above to determine if we are in compliance with NR 151.13 (1).

Implementation

The Village Administrator in cooperation with the Public Works Department shall draft informative literature concerning pollution control. The Public Works Department shall monitor and enforce all ordinances relating to storm water management. In addition the Department will develop the street sweeping and assessment program. The Park and Recreation Department shall monitor and maintain all Village properties for pollution control.

Cost

Street Sweeping and catch basin maintenance – See Post-Construction Site Program
Residential information - \$0.00
Ordinance creation – See Public Education and Outreach Program
Ordinance monitoring – 80 hours \$1,800.00

Storm Sewer System Map

Existing Resources

The Village currently has the storm water system base map on the Public Work's GIS system.

Best Management Practices

- A. The Village will identify and document on a Village map all sites with potential sources of pollutants.
- B. The Village will upgrade the existing storm sewer base map to include the following:
 - a. A boundary defining the urban storm water planning area and all municipal borders.
 - b. Location of all Village storm sewer outfalls including pipe size and those that are considered major.
 - c. The location and permit number of all know private storm sewer systems.
 - d. The location of retention and detention basins and infiltration devices.
 - e. Location of all Village owned parcels.
 - f. Location of the Public Works and Park and Recreation facilities.

Implementation

The Public Works Department shall update the Village's map system.

Cost

Map update – 40 hours \$1,000 one time
Map updates – 20 hours \$500 annually